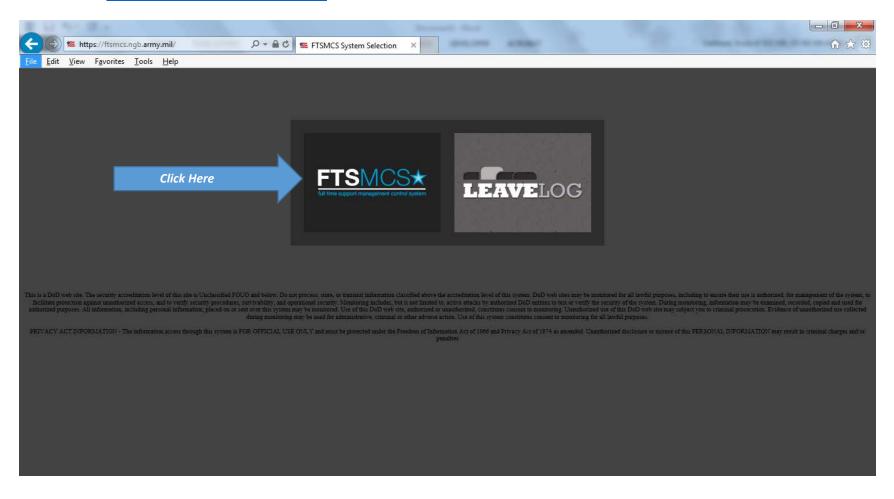
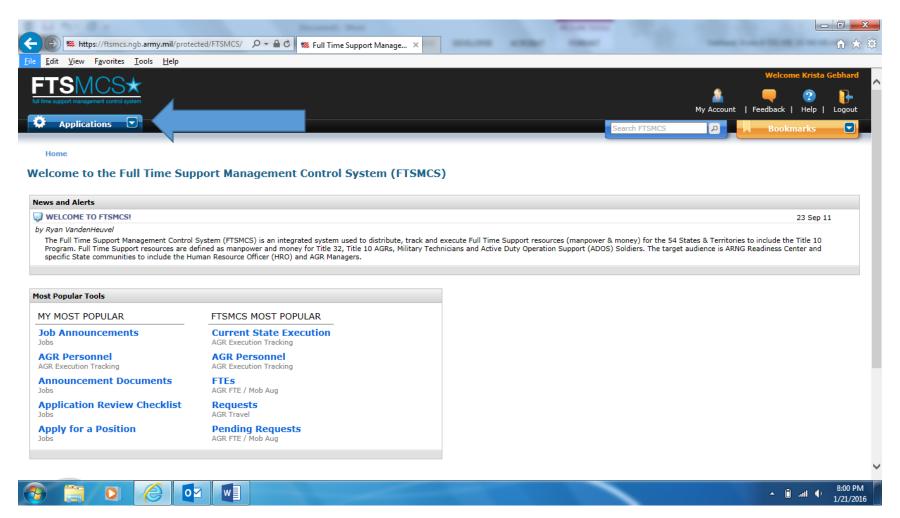
## How to log in to FTSMCS:

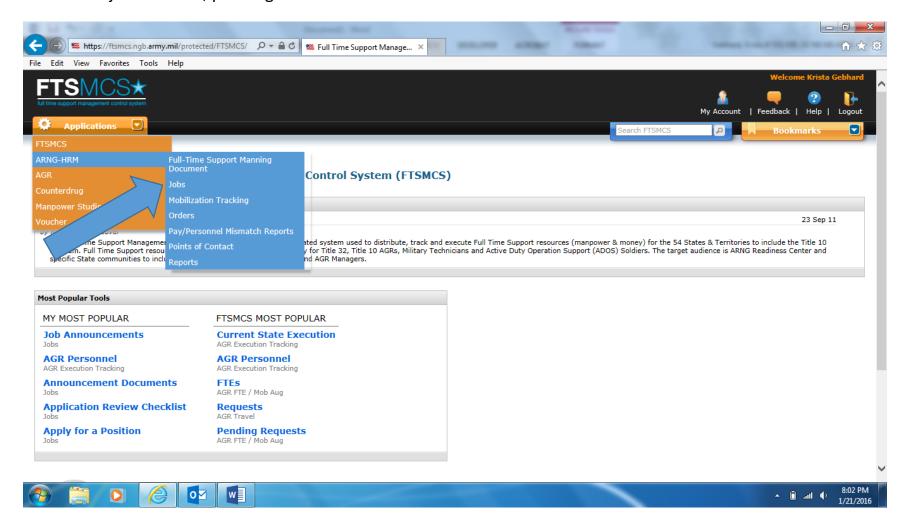
# Please visit <a href="https://ftsmcs.ngb.army.mil/">https://ftsmcs.ngb.army.mil/</a>



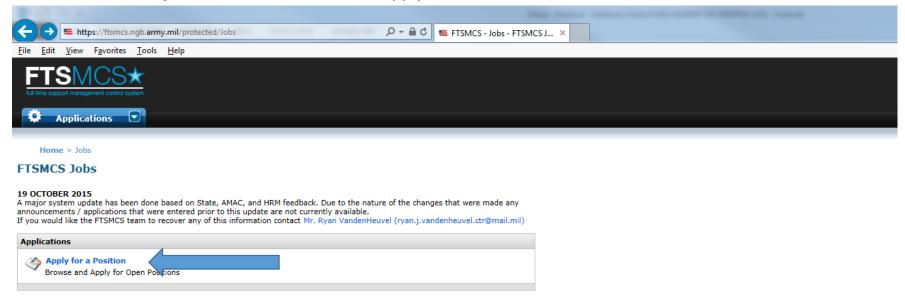
## Select the "Applications" Menu:



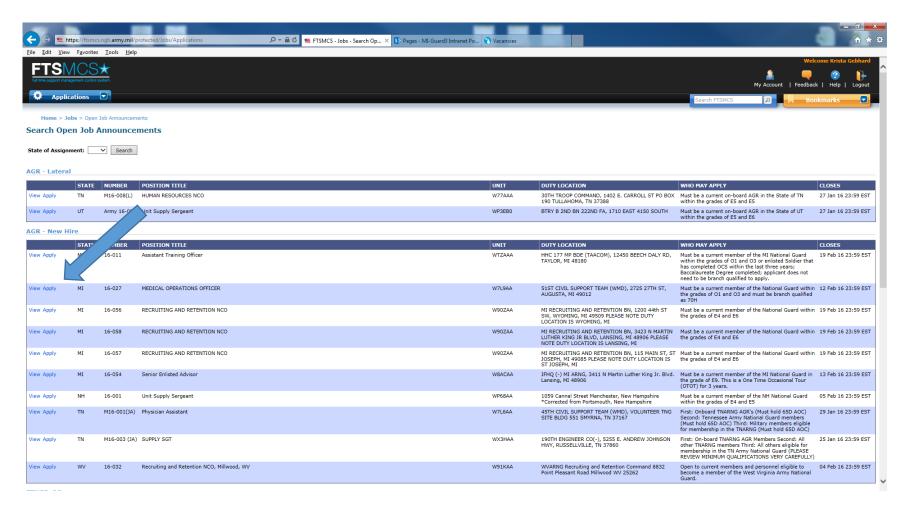
To find the jobs module, please go to the ARNG – HRM menu and select "Jobs":



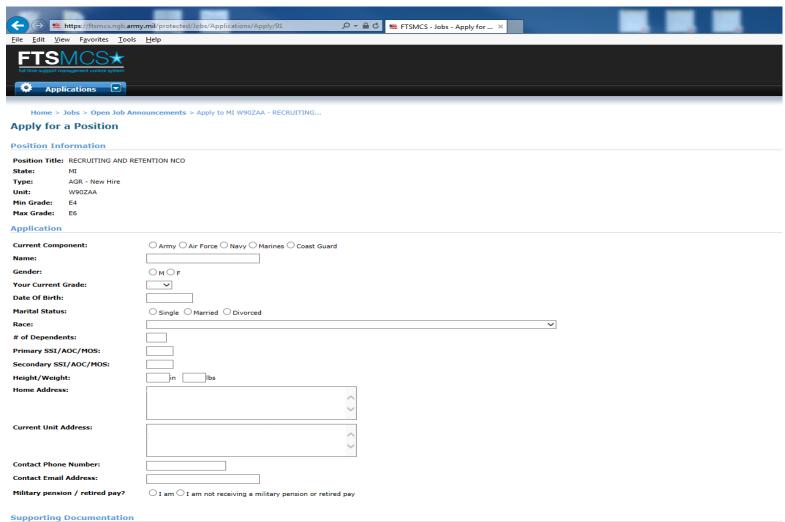
To view the current job announcements, select "Apply for a Position":



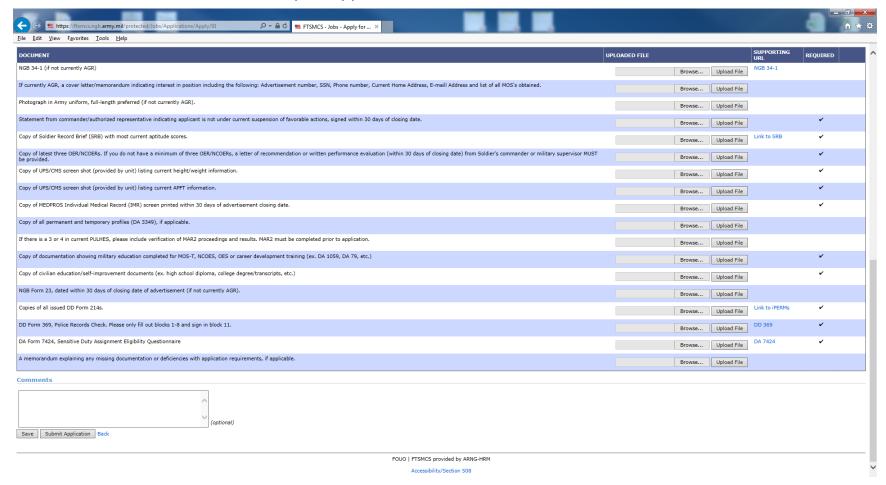
To view the details of the job announcement and the documents required in order to apply, select "View": In order to apply for a position, select "Apply".



This screen will pre-populate data. These fields can all be edited to reflect your most current information.



## Scroll down further to continue with your application:



Each document that is required for the application needs to be uploaded in the appropriate section of the application. If there is a check mark in the "Required" column, the system will not allow you to submit your application until all required documents have been uploaded. Please annotate any comments about your packet or your current status (i.e. currently deployed, at school, etc) in the "Comments" section. The application can be saved without submission at any point and you can return to complete the packet before the application deadline. Please select "Submit Application" once you have completed the application.

#### **Army AGR Application Frequently Asked Questions**

#### 1. I'm an M-day Soldier. What jobs am I eligible to apply for?

Traditional Soldiers are able to apply for any position that is not listed as "must be a member of the Title 32 AGR Program".

- 2. I'm on Title 32 ADOS orders. Am I eligible to apply for positions listed as "open to members currently Title 32 AGR"? Unfortunately, no, Title 32 ADOS is not the same as Title 32 AGR.
- 3. The advertisement is only open to Soldiers in the grades of E4-E5. I'm an E6. Am I eligible to apply?

Yes. Anyone that is able to become the maximum listed grade of E5 (via voluntary reduction or resignation of commissioning) is eligible to apply for the position.

## 4. My PHA is not within 12 months. Can I still apply?

A Soldier may only apply if the Soldier has completed the necessary steps for a PHA but the PHA is pending a provider's review. A signed memorandum from the Soldier's unit indicating the scenario behind the missing PHA is acceptable in place of the 12 month requirement for the PHA.

#### 5. I'm a member of another military component. What positions am I eligible to apply for?

Soldiers not currently members of the KSARNG by the closing date of the advertisement are only eligible to apply for positions listed as open to Soldiers "eligible to join the Kansas Army National Guard".

### 6. The announcement closed one week ago and I haven't been contacted by the board. What should I do?

Selecting officials are not required to conduct an in-person hiring board. If you have not been contacted by anyone about a board appearance, chances are the selecting official has chosen to conduct a packet review board. Selecting supervisor will notify after the board has been approved by HRO if you were or were not selected.

## 7. What should I study to prepare for my board?

It is recommended Soldiers be prepared to answer general Soldier questions relative to the rank of the position advertised, anything related to the MOS for the position advertised and anything related to the duty title and duty description of the advertised position.

#### 8. Will I be notified if my packet is accepted?

FTSMCS will notify you via e-mail once your packet has been reviewed. It will be marked as "INCOMPLETE" if any documents or requirements are not fulfilled. You will have until the job closes to fix any discrepancies and forward your application back to HRO for review in FTSMCS. You will also receive notification if your packet is "APPROVED". Once approved, your application will be forwarded to the selecting official for consideration.

#### Most common errors causing packet rejection

- 1. APFT not within 18 months (if M-day Soldier); 8 months (if AGR)
- 2. Current HT/WT not within 6 months of closing date of application
- 3. PHA is not within 12 months
- 4. Soldier does not have required NCOERs/OERs and failed to submit a letter of recommendation
- 5. Soldier does not have the minimum ASVAB scores required to apply for position